



## City of Austin - JOB DESCRIPTION



### Assistant Treasurer

<b>FLSA:</b>	Standard/Exempt	<b>EEO Category:</b>	(20) Professionals
<b>Class Code:</b>	12535	<b>Salary Grade:</b>	AC8
<b>Approved:</b>		<b>Last Revised:</b>	January 24, 2008

#### Purpose:

Under the direction of the City Treasurer, assist in the management of Treasury cash management, debt management or investment management; ensure policies and procedures meet corporate objectives and needs, and regulatory body requirements; and act as liaison in conducting business with outside financial institutions.

#### Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Ensures compliance with City and other regulatory agency requirements and policies.
2. Provides technical advice and assistance to City Treasurer.
3. Coordinates and evaluates plans, criteria, schedules, etc. for a variety of projects, programs and plans.
4. Monitors banking services and compliance with the depository contract and cash flow analysis.
5. Monitors compliance with bond covenants, debt impact analysis and management of the commercial paper program.
6. Oversees investment portfolio, liquidity management, investment accounting, and compliance with arbitrage regulations.
7. Represents the Treasurer in his/her absence.

#### Responsibilities - Supervisor and/or Leadership Exercised:

- Responsible for the full range of supervisory activities including selection, training, evaluation, counseling, and recommendation for dismissal

#### Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

#### Minimum Qualifications:

- Graduation from an accredited four-year college or university with major course work in a field related to finance or accounting plus five (5) years experience related experience at least two of which were in a supervisory or management capacity.
- CFA, CPA, CCM or MBA may be substituted for one year of experience.

#### Licenses and Certifications Required:

- A CFA, CPA and/or CCM designation is preferred

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.